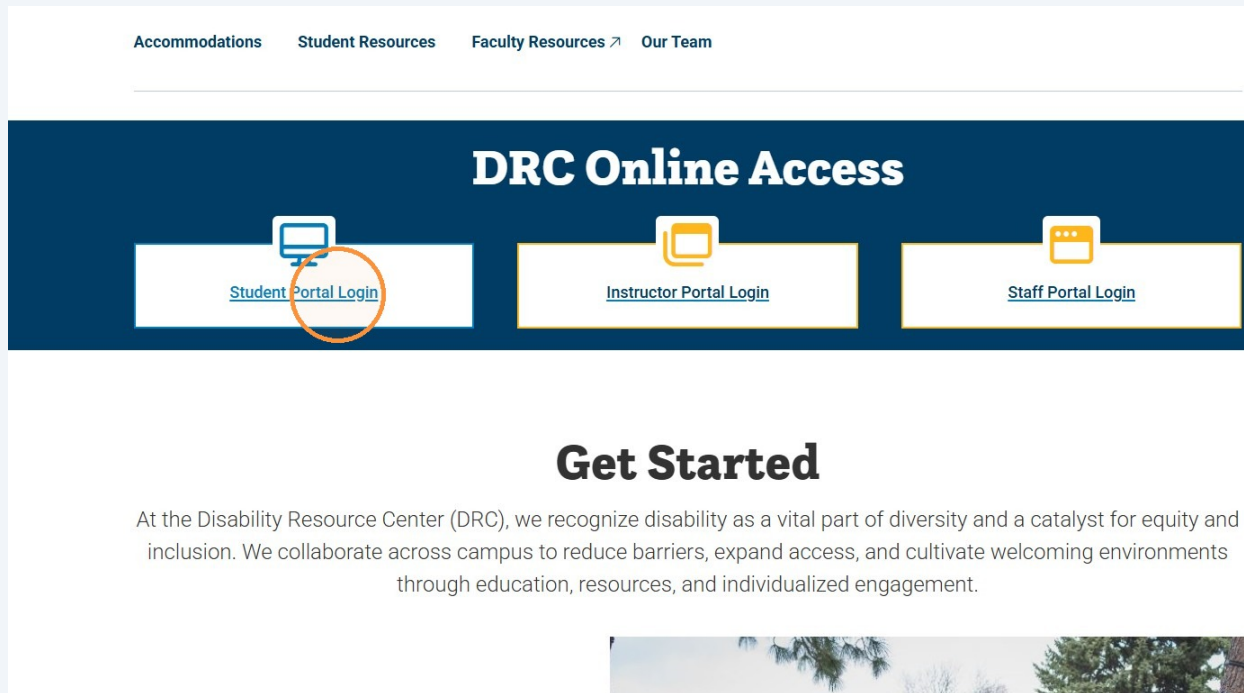


How to Schedule an Exam in the Student Portal

- 1 Click "Student Portal Login" and login with your student credentials



2 Click "Alternative Testing"

The screenshot shows the 'MY DASHBOARD' page. On the left is a navigation menu with sections: 'MY DASHBOARD' (containing links like Overview, Announcements, Equipment, Login and Security, My Appointments, My Files, My Eligibility, My E-Form Agreements, My Mailbox, My Signup List) and 'ACCOMMODATIONS' (containing links like List Requests, Request for Additional Accommodations, Course Syllabus, **Alternative Testing**, and Alternative Formats). The 'Alternative Testing' link is circled in orange. The main content area has a header 'Accommodation Requests FALL 2026' with a large '1' indicating the number of requests and an 'Add Requests' button. Below this is a 'List of Accommodation Requests' showing 'SOC 240.001 - GENDER, RACE, CLASS, AND SEXUALITY (CRN: ...)'. To the right is an 'ADVISOR' section with fields for Name, Phone, and Email, and a 'Send Email' button. At the bottom is a 'QUESTION?' section with contact information for the Disability Resource Center.

3 Select the course you would like to schedule the exam for

The screenshot shows the 'ALTERNATIVE TESTING' page. The header includes the University of Northern Colorado logo and the text 'UNIVERSITY OF NORTHERN COLORADO'. Below the header is a navigation bar with 'ALTERNATIVE TESTING' and tabs for 'OVERVIEW' and 'ALL EXA'. The main content area has a 'SCHEDULE AN EXAM' section with a 'Select Course:' dropdown menu. The dropdown menu is open, showing 'SOC 240.001 - GENDER, RACE, CLASS, AND SEXUALITY' as the selected option, which is circled in orange. Below the dropdown is a 'SCHEDULE AN EXAM' button. The 'UPCOMING EXAMS SCHEDULED' section shows 'No Upcoming Exams Scheduled'. At the bottom is a 'QUESTION?' section with contact information for DRCTest@unco.edu.

4 Click "Schedule an Exam"

ALTERNATIVE TESTING

LOGIN AS USER

BACK TO MY PROFILE >

MY DASHBOARD

- > Overview
- > Announcements
- > Equipment
- > **Login and Security**
- > **My Appointments**
- > My Files
- > **My Eligibility**
- > My E-Form Agreements
- > My Mailbox (Sent Emails)
- > My Signup List

ACCOMMODATIONS

- > **List Requests**
- > Request for Additional Accommodations

SCHEDULE AN EXAM

Select Course: **SOC 240.001 - GENDER, RACE, CLASS, AND SEXUALITY I**

SCHEDULE AN EXAM >

UPCOMING EXAMS SCHEDULED

No Upcoming Exams Scheduled

QUESTION?

DRCtest@unco.edu
970-351-2289

5 Select the Exam/Quiz date.

BACK TO MY PROFILE >

MY DASHBOARD

- > Overview
- > Announcements
- > Equipment
- > **Login and Security**
- > **My Appointments**
- > My Files
- > **My Eligibility**
- > My E-Form Agreements
- > My Mailbox (Sent Emails)
- > My Signup List

ACCOMMODATIONS

- > **List Requests**
- > **Request for Additional Accommodations**
- > Course Syllabus
- > Alternative Testing
- > Alternative Formats

SOC 240.001 - GENDER, RACE, CLASS, AND SEXUALITY

Note: Required fields are marked with an asterisk (*).

EXAM REQUEST

Available Exam Dates*:

Exam/Quiz - Friday, August 28, 2026 (02:00 PM)

Date*:

Hint: Please review: [Exam Scheduling Availability](#).

08/28/2026

Time*:

2 PM 00

Services Requested (As Applicable)*:

Hint: You are required to make a minimum of 1 selections.

☐ -Reduced Distraction

Total Exam Length:

60 Minutes

Exam Ends At:

TERMS AND CONDITIONS

Please fill out the following exam request. Please note that all exams should be scheduled at a time that overlaps with your regularly scheduled class time. All exam scheduling requests are will be reviewed by DRC staff and must be given authorization before you will be allowed to test.

Please indicate that you have read and agreed to the following statements*:

☐ I have read and acknowledge the Alternative Testing Agreement Form.

6 Select the accommodations you would like.

Overview

Announcements

Equipment

Login and Security

My Appointments

My Files

My Eligibility

My E-Form Agreements

My Mailbox (Sent Emails)

My Signup List

ACCOMMODATIONS

List Requests

Request for Additional Accommodations

Course Syllabus

Alternative Testing

Alternative Formats

SIGN OUT >

EXAM REQUEST

Available Exam Dates *:
Exam/Quiz - Friday, August 28, 2026 (02:00 PM) ▾

Date *:
08/28/2026

Time *:
2 PM ▾ 00 ▾

Services Requested (As Applicable) *:
Hint: You are required to make a minimum of 1 selections.
☐ -Reduced Distraction

Total Exam Length:
60 Minutes

Exam Ends At:
02:00 PM + 1 Hr 0 Min = 03:00 PM

Additional Note:

TERMS AND CONDITIONS

Please fill out the following exam request. Please note that all exams should be scheduled at a time that overlaps with your regularly scheduled class time. All exam scheduling requests are will be reviewed by DRC staff and must be given authorization before you will be allowed to test.

Please indicate that you have read and agreed to the following statements *:
☐ I have read and acknowledge the Alternative Testing Agreement Form.

7 Check the I have read and acknowledge the Alternative Testing Agreement Form checkbox.

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SIGN OUT >

Note: Required fields are marked with an asterisk (*).

EXAM REQUEST

Available Exam Dates *:
Exam/Quiz - Friday, August 28, 2026 (02:00 PM) ▾

Date *:
08/28/2026

Time *:
2 PM ▾ 00 ▾

Services Requested (As Applicable) *:
Hint: You are required to make a minimum of 1 selections.
☒ -Reduced Distraction

Total Exam Length:
60 Minutes

Exam Ends At:
02:00 PM + 1 Hr 0 Min = 03:00 PM

Additional Note:

TERMS AND CONDITIONS

Please fill out the following exam request. Please note that all exams should be scheduled at a time that overlaps with your regularly scheduled class time. All exam scheduling requests are will be reviewed by DRC staff and must be given authorization before you will be allowed to test.

Please indicate that you have read and agreed to the following statements *:
☒ I have read and acknowledge the Alternative Testing Agreement Form.

8

Click Add Exam Request.

> My Signup List

ACCOMMODATIONS

> List Requests

> Request for Additional Accommodations

> Course Syllabus

> Alternative Testing

> Alternative Formats

SIGN OUT >

2 PM 00

Services Requested (As Applicable) * :

Hint: You are required to make a minimum of 1 selections.

☒ -Reduced Distraction

Total Exam Length:
60 Minutes

Exam Ends At:
02:00 PM + 1 Hr 0 Min = 03:00 PM

Additional Note:

FORM SUBMISSION

ADD EXAM REQUEST >

BACK TO OVERVIEW >